

Phoenix Program
Process Definition – Accounts Receivable

Process	<i>FSS Year-End Close Procedures</i>
Process Number	<i>AR – 019</i>

Description of Process

The State of Georgia's annual year-end closing process consists of preparing financial statements derived from financial information gathered from the general ledger. The general ledger receives revenue financial information from the accounts receivable module.

During year-end closing, the Accounts Receivable module will submit financial detail according to a specified time-line with other sub-ledger modules. It is imperative for all agencies to adhere to the steps below to ensure that all account receivable processing will be handled appropriately and without error.

Input to Process

General ledger closes the last fiscal period of the year.

Output of Process

Receivable, Payable and Direct Journal transactions are posted to the correct accounting period.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
All functions	Refer to referenced business process definitions.

Phoenix Program Process Definition – Accounts Receivable

Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: On the weekend of July 13, 2001, run the SQR to copy all distribution codes and add the new fiscal year 2002 to the new distribution codes.</u></p> <p>All budget year 2001 distribution codes will be copied and the year 2002 will be added as active distribution codes. Effective July 16, budget year 2001 distribution codes will be available to the agencies for use.</p> <p>From July forward, the agencies will be allowed to select any of the distribution codes. If a prior year distribution code is selected, the agency operator will be given a warning that the distribution code selected is for a prior year. .</p> <p>During this time, agencies should also identify any new distribution codes that are needed based on new project numbers or organization numbers for the new fiscal year 2002 and notify FSS so they can be added into the system. This includes ensuring that the new chartfield values are set up in the proper tables. FSS personnel will be setting up new distribution codes for agencies during this time.</p>	FSS
<p><u>Step 2: June transactions are entered by users.</u></p> <p>FSS functional account receivable personnel will review queries listed below and offer assistance to agencies in the correction of unposted items, payments and direct journals.</p> <ul style="list-style-type: none"> • 0AR004 – Direct_Journal_Check • 0AR001 - BCM_Check • 0AR003 - Item_Check • 0AR010 - Acct_Lines_UnjournId 	FSS/Agency
<p><u>Step 3: From July 1 to July 13 ONLY Accounting Period 12 of fiscal year 2001 will be open and Accounting Period 1 of fiscal year 2002 will NOT be open until July 16.</u></p> <p>FSS functional personnel will assist users with any help desk questions and specifically year-end questions. The queries in step 2 will continue to be run so that the amount of unposted items in the system will be greatly reduced as June closing approaches.</p>	FSS/Agency

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<p><u>Step 4: Agencies must correct any June transactions not posted before the accounting period is closed.</u></p> <p>All June transactions not posted due to budget checking error or otherwise must be corrected before the June accounting period closes. Any June transactions not posted when the June accounting period is closed will have their accounting date changed to a July date. This will result in June transactions originally intended for the month of June period 12 being posted in accounting period 1 of fiscal year 2001. Online error review and Journal review as well as AR reports above can be used to identify transactions not posted.</p> <p>FSS will have one day on July 13, 2001, to resolve any transaction issues that the agencies do not take care of by July 12, 2001.</p>	<p>Agency/FSS</p>
<p><u>Step 10: Agencies will receive June Month-end reports after year-end close process.</u></p> <p>During batch, the following month-end reports will be created for Accounting Period 12 for each agency:</p> <p>ARXXX403 - Outstanding AR by BU Report</p> <p>ARXXX407 - Cash Receipts Journal Report</p> <p>GLXXX044M - GL Trial Balance (By Business Unit)</p>	<p>FSS</p>

Business Process Description

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Process Flow Diagram (if appropriate):

Process Signoff

Tested By
Date Tested